NorPEN Executive Committee Meeting

November 19, 2024, 09.15-10.45 CET

Present: Carolyn Cesta (chair of the meeting), Jacqueline Cohen (co-chair, note taker), Maurizio Sessa, Alexis Carson, Kristine Allin, Saad Hanif Abbasi, Heidi Taipale, Mika Gissler, Maarit Leinonen, Larus Steinþór Guðmundsson, Björn Pasternak

Absent: Miia Artama, Heini Kari, Angela Lupattelli

1. Welcome

2. Approval of minutes from last meeting

Minutes from the meeting on October 11, 2024 were approved.

3. Orientation from chair and co-chair

    a. Content for Newsletter issue #2

Initial suggestions were (1) Summary of NorPEN 2024 (Maurizio), (2) Advertisement for NorPEN 2025 (Uppsala Team), (3) Results from CDM survey, (4) Report from EduGroup, (5) info about new logo and website, (6) Publications from 2024. Other idea was a calendar for upcoming events in 2025 including courses, conferences, webinar/presenters for spring series. Decided the results from the CDM survey will not be included, but we can include a brief update. Carolyn and Jackie will make a first draft to be circulated to the EC by mid-January 2025. Jackie requested feedback from EC members to assemble publications which represent collaborative studies including >1 NorPEN research group.

    b. Shared folder

The NorPEN documents are currently stored on Karolinka's sharepoint and accessible to chair and co-chair. Carolyn shared the folder structure and overview of the contents. We agreed that it is OK to use the current set up, whereby only the chair and co-chair need access. Others can always request documents. The outgoing chair can send a zipped folder with all the documents to the next chair.

    c. Website

The new website was launched last week. We have removed the info page since it was not very useful, but it can be added back to give an overview of the registers or refer to key publications. Some issues are mobile compatibility (main page, EC members). We will look into adding a counter to see how many visit the website. Additional suggestions to Jackie to improve the site are welcome.

    d. Update on NorPEN 2026 with NordicEpi

The NordicEpi conference will be held in Tromsø, Norway in 2026. Angela and Jackie will have a first meeting with NOFE (Norwegian Epidemiological Association) in December. Tentatively agreed to have a 3-day meeting: 2 NordicEpi and 2 NorPEN days with one day of overlap. We have reached out to NorPEN group in Tromsø to see if they are interested to take the lead from NorPEN's side.

4. Discussion of incoming membership applications

Copenhagen Centre for Regulatory Science (CORS), Department of Pharmacy, University of Copenhagen, Denmark: small research group with a strong connection with the regulatory agencies and brings regulatory perspective to NorPEN – Approved

5. Election of Executive committee members for 2025-2026 term

Approved the following representatives for 2025-2026 (2-year term):

Denmark
- Main: Maurizio Sessa (continuing)
- Substitute: Christine Hallgren – NEW!

Finland
- Main: Heidi Taipale (continuing)
- Substitute: Mika Gissler (continuing)

Iceland
- Main: Freyja Jónsdóttir – NEW!
- Substitute: Larus Steinþór Guðmundsson (previously main)

Norway:
- Main: Jackie Cohen (continuing)
- Substitute: Angela Lupattelli (continuing)

Sweden:
- Main: Carolyn Cesta (continuing)
- Substitute: Huiqi Li – NEW!

Pharmacoepidemiological Societies:
- Main: Kristine Allin (continuing)
- Substitute: Miia Artama (continuing)

Register holders:
- Main: Maarit Leinonen (continuing)
- Substitute: Heini Kari (continuing)

Approved the following student representatives for 2025 (1-year term):
- Main: Saad Hanif Abbasi (continuing)
- Substitute: Alexis Carson (continuing)

6. Update on NorPEN 2024 meeting

To collect feedback on the meeting, the team has set up a digital white board for public comments. Maurizio asked that for suggestions for next year's NorPEN be sought separately.

Surplus funds from the conference fee to be returned to BCPT, unless they can be used to cover website fees (SDU which hosts NorPEN's webpage can send an invoice). Maurizio will ask BCPT.

7. Update on NorPEN 2025 meeting

November 19-21, 2025, in Uppsala, Sweden, Chaired by Björn Wettermark. Scientific committee to be assembled and EC representative chosen

8. Update from EduGroup (Carolyn/Bjorn P)

Email list continues to grow, 300 addresses.

The group is preparing suggested reading lists which could be under the education tab on the updated NorPEN website. Links to seminars on YouTube, papers, etc. are sought after.

LinkedIn page has been set up by the student representatives. They will try to make it more searchable. It will be another communication venue for info on the annual meetings, seminars (including recordings posted on the NorPEN webpage), common educational activities, sharing collaborative work in the spirit of NorPEN (including >1 research group)

9. Update on CDM Survey

Maurizio reported that 22/27 groups answered, review is drafted, can mention the SDU-developed CDM which we understand is in development. Next steps are a round of review from the EC. Classification into “project specific” vs. general CDMs is not straightforward so please consider giving input on this point. The publication is planned for PDS. We can include a short note about the survey in the newsletter – update and thanks for participation.

10. Update from members of EC

No additional topics were raised.

11. AOB

No additional topics were raised.

12. Next meeting in January 2025; chaired by NO, note taker DK

Jackie to circulate the doodle for a meeting in mid-January. All regular and substitute EC members invited to attend the January meeting. Chair and co-chair for 2025-2026 to be chosen.